

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Feedback on [Topic/Subject]

I hope this message finds you well. I am writing to provide my responses to the multiple-choice questions regarding [specific topic or survey]. I appreciate the opportunity to share my views. Below are my selections:

1. Regarding [Question 1], my choice is:

- ☐ Option A
- ☐ Option B
- ☐ Option C
- ☐ Option D

2. For [Question 2], I would select:

- ☐ Option A
- ☐ Option B
- ☐ Option C
- ☐ Option D

3. In response to [Question 3], I choose:

- ☐ Option A
- ☐ Option B
- ☐ Option C
- ☐ Option D

Thank you for considering my feedback. Should you need any further details or clarification, please feel free to reach out to me.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Position, if applicable]